



## STATEWIDE GROUP TRAINING (SA) INC

### **SMOKE FREE WORKPLACE POLICY**

#### **PURPOSE:**

Statewide Group Training (SA) Inc (SGT) will ensure that it complies with current legislation regarding a Smoke-Free Workplace.

#### **SCOPE:**

This policy applies to:

- Board Members
- All staff, including: Managers, Field Officers, Administrative Officers; full time, part time, casual, temporary or permanent staff; apprentices and trainees, contractors, sub contractors, and work experience personnel.
- how SGT provides services to clients and how it interacts with other members of the public.
- on site, off site or after hours work; work related social functions; conferences – wherever and whenever staff may be as a result of their SGT duties

#### **POLICY:**

SGT is committed to providing a safe and healthy working environment for all employees and also has a legal commitment under the Work, Health, and Safety Act 2012 to provide a safe and healthy workplace for all employees, visitors and customers.

Under the Tobacco Products Regulation Act 1997, smoking has been banned in all enclosed workplaces. As a result, at SGT, smoking is only permitted during scheduled regular breaks and in designated smoking areas.

All employees are obliged under the Work, Health, and Safety Act 2012 to protect the health of their fellow employees and compliance with this Smoke-Free Workplace Policy is mandatory.

The responsibility for enforcing this Smoke-Free Workplace Policy rests with all managers/supervisors.

SGT will not permit smoking inside any of its owned or rented buildings, on a client's premises or in motor vehicles.

Smoking will only be permitted during recognised work breaks, and only in clearly marked and/or designated smoking areas outside of enclosed workplaces. Designated smoking areas will not include areas around entrances to workplaces, doorways, windows and/or in the vicinity of air conditioning intakes.

Where possible, designated smoking areas will be protected from sun and rain and have some seating provided. Sand-filled receptacles must be provided for butts as an effective control for litter and to reduce the likelihood for creating a fire hazard.

The designated smoking areas will vary from office to office.



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It is a condition of employment that employees must comply with this Smoke-Free Workplace Policy. Non-compliance will be considered a breach of SGT's policy and health and safety guidelines and will result in appropriate disciplinary action being taken against the employee concerned.

All advertisements for employment with SGT will state that the company is a smoke-free workplace. Applicants will be further advised of the Smoke-Free Workplace Policy during interviews and successful applicants will again be advised when undergoing initial induction and training.

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**Reference:**

Work, Health, and Safety Act 2012

Tobacco Products Regulation Act 1997

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APPROVED: KYM ANDERSON

DESIGNATION: CHIEF EXECUTIVE OFFICER

APPROVAL  
SIGNATURE:

DATE: 8<sup>TH</sup> MAY 2024

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